

LEAVE PROCEDURES

There are many occasions when we all need time off. On some occasions special liberty is granted. At other times, leave is granted. Most often, leave comes in the form of the annual leave earned through the year. Leave is time spent away from the job to take care of personal business, to visit relatives, to get married, to go on fishing trips, or to merely get some much needed rest and relaxation. At other times, leave is needed because of family emergencies, such as a death or serious illness of a family member.

As a PN, regardless of the type of leave involved, you are responsible for being familiar with all the administrative tasks associated with processing leave requests. In this chapter, you will learn about the different types of leave, leave policy, the limitation on earned leave, how leave is computed, and some personnel office leave procedures.

LEAVE DEFINITION

Leave, as defined in *Navy Regulations- 1990*, is the authorized absence of a member from a place of duty chargeable against such member according to the Armed Forces Leave Act of 1946, as amended. In the following paragraphs, annual leave, advance leave, excess leave, earned leave, convalescent leave, graduation leave, emergency leave, separation leave, rest and recuperation leave, environmental and morale leave are discussed and defined.

Annual leave. Annual leave is leave granted in execution of a command's leave program, chargeable to the member's leave account. Annual leave is also called ordinary leave and is distinguished from emergency leave and special leave.

Advance leave. Advance leave is leave granted before its actual accrual to the member's leave account. Advance leave is based on a reasonable expectation that leave will be earned by the member during the remaining period of obligated service of active duty.

Excess leave. Excess leave is leave granted in excess of earned leave and advance leave and when the member is not entitled to pay and allowances. A

minus leave balance at the time of discharge, first extension of an enlistment or separation from active duty, desertion, or death is considered as excess leave. Excess leave is without regard to the authority under which the leave resulting in a minus leave balance was granted. The pay and allowances received while on excess leave are checked from a member's pay account once the member returns from leave, or excess leave is determined.

Earned Leave. Earned leave is leave accrued to a member's credit as of any given date. Earned leave may indicate a minus leave credit, but such amount of minus leave credit must not exceed the amount of leave that would normally be earned during the remaining period of obligated service of active duty. A minus leave credit on date of discharge, on effective date of first extension of an enlistment, or separation from active duty is excess leave and is subject to checkage.

The account balance of ordinary earned or accrued leave must be reduced to 60 days at the end of the fiscal year. The exception to this account balance is when personnel are authorized special leave accrual up to 90 days for service in an area designated for imminent danger or hostile fire pay or when assigned to designated deployable ships and mobile units as defined in Article 3020140 of the *Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560.

Convalescent leave. Convalescent leave is a period of authorized absence granted to persons while under medical care that is part of the care and treatment prescribed for a member's recuperation or convalescence. Convalescent leave is not chargeable to a member's leave account.

Graduation leave. Graduation leave is a period of authorized absence granted as a delay in reporting to the first duty station for graduates of the Naval Academy who are appointed commissioned officers in the Armed Forces. Graduation leave is not chargeable to a member's leave account.

Separation leave. When consistent with military requirements, a member maybe granted leave that expires on the day of separation without the necessity of the member having to return to the

activity that granted the separation leave or that is processing his or her separation.

Refer to Article 3020250 of the MILPERSMAN for additional information concerning separation leave.

Rest and recuperation leave. Rest and Recuperation Leave (R&R) is granted in conjunction with rest and recuperation programs established in areas designated for imminent danger or hostile fire pay, and when operational military considerations preclude the full execution of ordinary annual leave programs. R&R is not chargeable to the member's leave account; however, any additional leave granted in connection with authorized R&R programs is chargeable to the member's leave account.

Refer to Article 3020400 of the MILPERSMAN for additional information concerning Rest and Recuperation (R&R) leave.

Environmental and morale leave. Environmental and Morale Leave (EML) programs are established at overseas installations where adverse environmental conditions require specific arrangements for leave in more desirable places at periodic intervals. Environmental and morale leave programs involve space-available travel privileges. The leave taken under the EML program is ordinary leave chargeable to the member's account.

Members, regardless of their accompanied status, and/or their family members may be provided space-available air transportation from an EML destination site.

Note: The member's family must be command sponsored to participate in the EML program. In addition, participants may take no more than two EML trips per year. Except those servicemembers assigned to dependent-restricted areas, EML trips for the servicemember may not be taken within 6 months of the beginning or end of the member's tour of duty at the eligible location.

Refer to Article 3020420 of the MILPERSMAN for additional information concerning EML.

Emergency leave. Emergency leave is leave granted for a person or family emergency requiring the members presence. Emergency leave is chargeable to the member's leave account.

Refer to the following paragraphs which further discuss emergency leave and the importance of being

properly trained to process emergency leave papers when the need arises.

Although servicemembers don't like to think about going on emergency leave, it is an unfortunate reality at one time or another. Remember, even if you never face a situation requiring emergency leave, you must always be prepared to assist you shipmate.

As a PN, you must be familiar with emergency leave procedures, especially in those situations involving the actual typing of temporary additional duty (TEMADD)-funded orders authorizing emergency leave. Being able to process emergency leave orders, especially funded orders, is an important part of the PN's job.

Normally, commands hold periodic training sessions to help new personnel become familiar with emergency leave procedures and to re-stress information previously learned. During these training sessions, the instruction should identify the appropriate instructions that provide guidance on preparing emergency leave orders. The training petty officer should establish and maintain a folder containing sample emergency leave orders and/or leave papers. This folder can be used during the training lectures to show individuals actual samples of emergency leave documents. These documents are an invaluable source reference. In the office, the supervisor should require that personnel keep a sample of funded orders on disk. When the need arises, the PN can bring these orders up on the computer for processing and modifying, as needed.

If an emergency were to occur and you or one of your shipmates needs to go home on emergency leave, you should know what has to be done. This is not the time to be researching information on what to do. Be prepared to handle such situations by being properly trained. If you are assigned as the training petty officer, you are responsible for holding the training and for making sure that all personnel in your office are properly trained in emergency leave procedures.

Refer to Article 3020280 for the MILPERSMAN for additional information concerning emergency leave.

LEAVE POLICY

Commanding officers (COs) or officers in charge (OICs) may grant leave and liberty to officers and enlisted personnel under their command or in their charge. Granting leave is subject to the limitations as set forth in Article 3020060 of the MILPERSMAN and

pursuant to regulations prescribed by the Chief of Naval Operations (CNO).

Officers authorized to grant leave, establish and regulate schedules to provide for maximum use of earned leave consistent with operational and training workloads, the maintenance of the required degree of operational readiness, and the desires of the individual members. Officers in command should encourage all members to use their entire 30 days leave each year.

Maximum effectiveness can be maintained by personnel taking vacations and short periods of rest from duty. The lack of such break from the work environment adversely affects health, and, therefore, availability and performance. Lack of leave intensifies the separation from home and family that is a normal result of military duties, training, and operational deployment from home station or homeport. Likewise, the lack of leave also affects the attitudes of the member's family. Since personal and family attitudes influence the member's career motivation and performance, leave is an important performance and morale booster.

In the interest of the maximum use of leave, commands should place particular emphasis on granting leave to those members in the following circumstances:

- On permanent change of station (PCS)
- After periods of particularly arduous duty and long periods of deployment
- On reenlistment and augmentation from active reserve to regular status
- During the traditional national holiday periods of Thanksgiving and Christmas
- Where members or their families have been personally affected by floods, hurricanes, or similar disasters
- For attendance at spiritual retreats or for other religious observances for which liberty is inadequate
- During the preprocessing period incident to release from active duty, to the extent of unused leave; and
- Upon retirement, when requested, to the extent of unused leave

Additional information on policy about the granting of leave is contained in Article 3020060 of the MILPERSMAN.

LIMITATION ON EARNED LEAVE

Earlier, you learned that earned leave may exceed 60 days during a fiscal year but is reduced to 60 days as of the first day of the new fiscal year. Leave not to exceed 90 days may be accumulated by personnel serving in an area in which special pay for duty subject to imminent danger or hostile fire is authorized and when assigned to designated ships or mobile units as defined in Article 3020140 of the MILPERSMAN.

Leave accumulated in excess of 60 days must be taken within 3 fiscal years after the fiscal year in which the service in the area is terminated. Leave accumulated in the excess of these stipulated limitations, and not used, is irrevocably lost and may not be compensated for in cash.

Additional information concerning the limitation of earned leave is contained in Article 3020120 of the MILPERSMAN.

COMPUTATION OF LEAVE

The primary responsibility for leave accounting rests with the Defense Finance and Accounting Service (DFAS) - Cleveland Center, Cleveland, Ohio. Leave is computed as follows:

1. Leave is credited at the rate of 2 1/2 days for each full month on active service and at the rates provided in figure 14-1 for fractional parts of a month.

2. Leave is not creditable for any period when the member is in a lost time, excess leave, or other nonpay status. Leave earnings are reduced for each noncreditable period using figure 14-1.

NUMBER OF DAYS	DAYS OF LEAVE
1 - 6	1/2
7 - 12	1
13-18	1 1/2
19-24	2
25-31	2 1/2

Figure 14-1.—Leave computation.

Additional information concerning leave accounting is contained in Article 3020160 of the MILPERSMAN.

PERSONNEL OFFICE LEAVE PROCEDURES

As a PN working in a personnel office aboard ship or at a Personnel Support Activity Detachment (PERSUPPDET), you will answer many questions asked about leave and leave policy procedures. Many individuals will come to you with questions ranging from simple to complex; you will be expected to provide correct answers and the proper assistance. In this section, you will be introduced to information that will help you carry out those duties.

DEFINITIONS

Some of the terms you need to know when processing leave or answering servicemember's questions about various types of leave are defined in this section.

Leave control number (LCN). A 10-position number assigned to approved leave authorizations to assist in controlling and monitoring leave. The first through fifth positions of the LCN identify a command's unit identification code (UIC). The sixth through the tenth positions identify the leave sequence number.

Approved leave tickler file. A file of all approved leave authorizations (part 2s). The tickler file is maintained by the member's command

Leave authorization log. A record of all LCNs assigned. This log is maintained to ensure LCNs' sequential assignment.

Leave tickler file. A file maintained by the PERSUPPDET, and/or disbursing office of all leave authorizations (part 3s received).

Co's leave listing. A monthly listing of all members assigned to each UIC and their current leave

balances. This listing is important because it helps reconcile records of leave previously granted. This listing is normally maintained in the personnel or administrative office.

LEAVE AND EARNINGS STATEMENT

The Leave and Earnings Statement (LES), NAVCOMPT Form 2285, is the source document that contains details of both the member's pay and leave account. The LES is a printout of the member's Master Military Pay Account (MMPA). The ID line of each LES contains identifying information such as name, social security number (SSN), paygrade, and years of service. The ID line also contains important information about the member's leave account. As you read this section, refer to figure 14-2. There are six fields on the LES that contain information on a member's leave account.

BEG LV BAL. This is the beginning leave balance. It is the balance on a member's leave account at the beginning of each fiscal year or 1 October.

LV EARNED. This is the number of days leave earned during the current fiscal year through the current LES.

LV USED. This is the number of days leave used during the current fiscal year through the current LES.

END LV BAL. This is the ending leave balance. It is the balance of leave days currently on the member's account at the ending date on the current LES.

BAL TO EAOS. This is the leave balance to the expiration of active obligated service (EAOS). Based on current EAOS and current leave balance, this is the amount of leave one would have up to his or her EAOS. This is the sum amount of the current leave balance and the number of days yet to be earned.

PAID LV. This represents the number of days leave the member has sold back to the government. You should know that according to Article 2650180, no

MEMBER COPY		U S NAVY		PERIOD COVERED		PAY INC.	
FNV5/C42		LEAVE AND EARNINGS STATEMENT		01-31 OCT 94		42111	
S/N 0104-LF-702-2850							
NAME (LAST, FIRST, MI)	SSN	PAY GRADE	YRS	BEG LV BAL	LV EARNED	LV USED	END LV BAL
DOE JOHN JAMES	123-45-6789	E9	18	021	5 02 5	00 0	024
EARNINGS		DEDUCTIONS		BAL TO EAOS			
				0 084 0 060 0			

Figure 14-2.—Sample leave entries contained on the LES.

member may sell back more than 60 days of accrued leave during a military career.

The LES is an important document for both the disbursing office and the member. While the majority of the information in this document deals with pay, the information on leave should not be overlooked. At times, you will be questioned about a member's leave

balance. For this reason, you should understand the LES and be ready to explain the blocks to leave.

PREPARATION OF THE LEAVE REQUEST/AUTHORIZATION

The Leave Request/Authorization NAVCOMPT Form 3065 (fig. 14-3), is a three-part carbon-interleaved

LEAVE REQUEST/AUTHORIZATION NAVCOMPT FORM 3065 (3PT) (REV. 2-83)				INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE REVERSE OF PART 1.		SEE REVERSE FOR PRIVACY ACT STATEMENT	
1. DATE OF REQUEST 931201		2. FOR ADMIN. USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL NO.		LEAVE CONTROL NO. 4304300234		3. PAY GRADE E5	
3. SSN 123-45-6789		4. NAME (Last, First, MI) BOAT, JAMES DOE					
6. SHIP/STATION PERSUPPDET JACKSONVILLE, FL		7. DEPT/DIV MILPERS	8. DUTY SECTION AS ASSIGNED	9. DUTY PHONE 423-1111			
10. TYPE LEAVE <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SICK <input type="checkbox"/> EMERGENCY <input type="checkbox"/> SEPARATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER		FOR USE OUTUS ONLY 11a. Leaving Area of PERMDUTYBYA <input type="checkbox"/> YES <input type="checkbox"/> NO 11b. Taking Leave INCONUS <input type="checkbox"/> YES <input type="checkbox"/> NO		12. MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> BUS <input checked="" type="checkbox"/> CAR <input type="checkbox"/> TRAIN			
13. DAYS REQUESTED 10	14. FROM (Hour, Date) (YYMMDD) 1600, 931206	15. TO (Hour, Date) (YYMMDD) 0730, 931217		16. NORMAL WORKING HOURS DAY OF DEPARTURE: FROM 0730 TO: 1600 DAY OF RETURN: FROM 0730 TO: 1600			
17. LEAVE BALANCE 20 DAYS AS OF 931130	18. LEAVE USED THIS FY 5	19. LEAVE PHONE 1 904 435-4444		21. RATION STATUS (Enlisted) <input type="checkbox"/> COMMUTED RATIONS (COMRATS) Meal Pass No. Y0815275 <input checked="" type="checkbox"/> Entitled to EDF meals except during periods of leave			
20. LEAVE ADDRESS 4291 COLLINS ROAD LOT 11 JACKSONVILLE, FL 32244				22. SIGNATURE OF APPLICANT <i>James D. Boat</i> JAMES DOE BOAT			
I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULT IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.							
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		C. J. CHRISTMAS, PN1, USN		DATE 931201			
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		J. T. LIM, PN1, USN		DATE 931202			
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		I. M. STRONG, PNCM, USN		DATE 931203			
<input type="checkbox"/> YES <input type="checkbox"/> NO				DATE			
23. APPROVED <input checked="" type="checkbox"/> DISAPPROVED <input type="checkbox"/>		24. REVIEWING OFFICER'S NAME AND SIGNATURE <i>I. M. Boss</i> I. M. BOSS, LT, USN, OIC		DATE 931204			
24. COMMENTS/REMARKS R/R leave to take care of personal business. Thank you!							
Meal Pass surrendered to: D. Best, 931206							
Meal pass returned to: James D. Boat, 931217							
25. SHIP OR STATION (Including telegraphic address) PERSUPP DET JACKSONVILLE FL NAVAL AIR STATION JACKSONVILLE, FL 32244				26. REPORT ON EXPIRATION OF LEAVE TO (If other than block 25)			
DEPARTED ON LEAVE 27a. HOUR 1600		RETURNED FROM LEAVE 27b. DATE (YYMMDD) 931206		27c. HOUR 0730		27d. DATE (YYMMDD) 931217	
27e. HOUR 1600		27f. DATE (YYMMDD) 931206		27g. HOUR 0730		27h. DATE (YYMMDD) 931217	
27i. OOD'S SIGNATURE <i>D. L. Chandra</i>		27j. OOD'S SIGNATURE <i>K. A. Petron</i>		27k. AUTHORIZING OFFICER'S SIGNATURE			
IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE.		30. INCLUSIVE LEAVE PERIOD TO BE CHARGED FIRST: (YY) (MM) (DD) 93 12 07 LAST: (YY) (MM) (DD) 93 12 16 31. NO. OF DAYS 10		32. CERTIFYING OFFICER'S TYPED NAME/RANK/TITLE I. M. BOSS, LT, USN, OIC			
I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE.		33. CERTIFYING OFFICER'S SIGNATURE <i>I. M. Boss</i> I. M. BOSS, LT, USN, OIC					
FORWARD THIS COPY TO PERSONNEL OFFICE VIA COMMAND ONLY ON COMPLETION OF LEAVE.							
86NP0138				S/N 0104-LF-703-0656 PART 1			

Figure 14-3.—Sample Leave Request/Authorization, NAVCOMPT Form 3065.

form. This form is used to request leave, serve as the leave authorization document, and report ordinary leave, sick leave, graduation leave, and emergency leave when funded orders are not required.

Preparation/Distribution

Block 1, and blocks 3 through 22, of the NAVCOMPT Form 3065, are completed by the member requesting leave. When leave is approved, commands and/or departments assign the next LCN in block 2 and complete blocks 24 through 26.

NOTE: The member is authorized to make comments on block 24 of the leave request authorization, if so desired.

As soon as the LCN is assigned on the leave papers, part 3 should be sent to the disbursing office. In the disbursing office, part 3 is used as part of a tracking system that provides *checks and balances*.

NOTE: Checks and balances mean that both offices can check with each other. This helps avoid any problems that could arise.

When a member departs on leave, blocks 27a through 27c are signed by the command duty officer, his or her assistant, or the member according to local command policy. If the member is authorized to call in, he or she must record the time, date, and person contacted. The member is provided part 1 of the leave authorization. He or she must keep this form in his or her possession for the duration of the leave period.

Upon the member's return from leave, blocks 28a through 28c of part 1 are completed indicating the hour and date of return plus the signature of the individual checking in the member. This information is then transcribed onto part 2 of the leave request/authorization that is kept in the command/department leave file. Part 2 is then forwarded to the member after all applicable blocks have been completed and leave has been charged.

To make sure that leave is charged, part 1 of the leave request/authorization must be sent to the PERSUPPET and/or the personnel office. Part 1 is sent to the PERSUPPET and/or personnel office so that an SDS event and/or a NAVCOMPT Form 3060 can be prepared to charge leave. After documents have been prepared and submitted charging the leave, part 1 becomes a retain file at the disbursing office and is used for future reference.

When members are in possession of a meal pass, the meal pass must be retrieved before they depart on leave. An entry such as the one shown in block 24 of figure 14-3 should be made on the leave authorization. After the member returns from leave, the meal pass should be returned to the member.

When an extension to an approved leave request/authorization is granted, commands/departments must remove part 2 from the approved leave tickler file, annotate and highlight blocks 29a through 29c, make a copy of part 2, and forward it to the PERSUPPET and/or the personnel office so that they may update the leave ticker file and notify the disbursing office.

Before personnel depart on leave, they should be reminded to make sure they turn in the part 1 as soon as they return from leave so that leave may be charged.

If you are responsible for charging leave, make sure you charge leave on time. Review your leave tickler file daily. If personnel forget to return the part 1, give them a call and inquire as to its whereabouts. If the part 1 has been lost, use the part 2 to charge them. Nevertheless, if you have not received the servicemember's leave papers by the tenth day tier the expiration date of the leave, charge the entire amount of leave authorized on the leave request authorization.

Be aware, however, that sometimes members do not take the whole leave period authorized on their leave papers. Sometimes members take more leave than was authorized and somehow you do not receive notification about the leave extension. In these cases, you should verify the number of days leave the member actually took with the member's supervisor.

Administrative Procedures

To find the procedures for the administration of and accounting for leave, refer to *Leave Authorization and Reporting Procedures, Navy Members Only*, SECNAVINST 7220.81. It provides the procedures for the administration of an accounting for leave taken by all active duty Navy members, Regular and Reserve. Additional information on leave procedures is contained in the MILPERSMAN.

PERSUPPETs and personnel offices with SDS capability report all leave taken according to procedures contained in the *Source Data System Procedures Manual (SDSPROMAN)*, volume II.

SUMMARY

This chapter covered and defined different types of leave, including annual leave, advance leave, excess leave, earned leave, and convalescent leave. Also, covered was graduation leave, separation leave, rest and recuperation leave, environmental and morale leave, and emergency leave.

You probably also noticed in the section concerning emergency leave that we stressed the importance of being properly training in processing emergency leave. If you have not learned how to prepare emergency leave

documents, ask the training petty officer, or your supervisor to teach you.

Leave policy was discussed in this chapter. Here, you learned that it is up to the CO to allow personnel to take leave consistent with operational and training commitments. You also learned that all personnel should be encouraged to take their 30 days leave each year.

This chapter also contained a section that discussed leave computation. Also covered was some personnel office leave procedures and preparation and distribution of the leave request/authorization.

